



## **REFRESHER COURSE INFORMATION**

**Prior to registering for a refresher course**, please review the website information regarding requirements for changing from an inactive to active licensure status, reinstatement of a lapsed license or licensure by endorsement. The appropriate application for licensure can be initiated at this time to facilitate refresher course requirements. The South Carolina (SC) Board of Nursing (BON) website is [www.llr.state.sc.us/pol/nursing](http://www.llr.state.sc.us/pol/nursing). When you arrive on the home page, please select Applications/Forms.

A list of the refresher courses approved by the SC BON is available on the website under Education and then Refresher Course Information. **Please ensure that the course you select is approved by the SC BON prior to registering/ enrolling.**

### **Important Facts for the Required Clinical Experience Component of the SC BON Approved Refresher Course**

1. Completion of a South Carolina Reactivation/ Reinstatement Application for the current year. (Applicable if a S.C. license has previously been issued.) South Carolina licensure requirements and applications are also found under [Applications/ Forms](#).
2. Completion of all requirements for Application for South Carolina Licensure by Endorsement. (Applicable if license has been issued in another state/ jurisdiction in this country.) South Carolina licensure requirements and applications are also found under [Applications/ Forms](#).
3. The theory component of the refresher course must be successfully completed prior to beginning the clinical component.
4. All applicants must submit the correct fees with the application. Please refer to the application for fee information. Please be advised that an application for licensure is required for the processing of the temporary license required for the refresher course clinical experience component. We strongly recommend that you submit an application in advance to prevent delays in processing the temporary license required for the clinical experience.

**Note: You may not begin your orientation for the refresher course clinical component without a temporary work license.**

Orientation is considered the practice of nursing in South Carolina. Therefore, all nurses must possess a current South Carolina temporary license and/ or license before beginning orientation (including classroom instruction and reading policies/procedures). It is a violation of the Nurse Practice Act to begin orientation without the proper license and can result in action by the Board.

5. Documentation from the facility where the clinical component will be performed must be sent to the Board of Nursing by the refresher course director and must include the following: a clinical plan with course program approval, Registered Nurse preceptor signature to include the credentials and position title and inclusive clinical start and completion dates. The refresher course student credentials should also be listed.
6. Upon completion of the above requirements, the application will be reviewed and a temporary license will be issued when eligibility has been determined. The temporary license authorizes practice in South Carolina only while you are participating in the refresher course clinical component. The temporary license will be specific to the facility listed on your preceptor agreement. Please allow 20 business days for temporary license processing.
7. A copy of your certificate noting successful completion of the refresher course must be sent directly to the Board from the refresher course director in order for an active license to be issued. Please allow 14 business days for processing.

**Note: You may not begin orientation for employment as a licensed nurse until your license has been issued.**